



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
INSTRUCTIONAL TECHNOLOGY  
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

**eMINTS TEACHER QUARTERLY REPORT-YEAR 1**

**Due October 15, January 15,  
March 15, and May 15**

NAME OF SCHOOL DISTRICT		CLUSTER	COUNTY-DISTRICT CODE
TEACHER		GRADE LEVEL	WORK PHONE
EMAIL ADDRESS			FAX NUMBER
Complete the following information and mail or fax to Instructional Technology. (Fax: 573-522-1134) Report Submitted: (check one) _____ First Quarter (Due October 15) _____ Second Quarter (Due January 15) _____ Third Quarter (Due March 15) _____ Fourth Quarter (Due May 15)			
Month	Activity	Completion Date (Or N/A)	Follow-up Needed (If Yes, explain)
May	Attended eMINTS Orientation		
August/September	Electrical service provided in classrooms		
	Networking completed		
	Air Conditioning in place		
	Classroom telephone with full outside service in place		
	Teacher laptop (training and home use) provided		
	Software installed on laptop (date each) <ul style="list-style-type: none"> <li>• Microsoft Office Pro</li> <li>• Inspiration</li> <li>• Microsoft Office Publisher</li> <li>• Dreamweaver</li> <li>• Filtering software</li> <li>• Web browser</li> </ul>		
	Teacher dial-up service secured		
October 1	Building connectivity in place		
	SMART Board is wall mounted, installed and fully functional		
	Projector is permanently mounted on classroom ceiling and functional		
October 15	Teacher desk provided (if needed)		
	Teacher workstation installed, connected to the Internet, and functional (date each) <ul style="list-style-type: none"> <li>• printer</li> <li>• scanner</li> <li>• SMART Board</li> </ul>		
	Number of hours of scheduled eMINTS PD attended during first quarter		
<b>End of first quarter</b>	<b>Complete and submit quarterly report</b>		

November 1	Digital camera		
	System for teacher stipend and reimbursement for travel (meals, lodging expenses to attend Orientation and PD sessions) is in place		
	Teacher stipend and reimbursement for travel (first payment) issued		
December 1-January 15	Student computer desks in place		
	Student computers installed (2:1 ratio)		
	Software installed on student computers (date each) <ul style="list-style-type: none"> <li>• Microsoft Office Suite Standard</li> <li>• Inspiration</li> <li>• Filtering Software</li> <li>• Web browser</li> </ul>		
	Number of hours of scheduled eMINTS PD attended during second quarter		
<b>End of second quarter</b>	<b>Complete and submit quarterly report</b>		
Mid-January	Teacher stipend and reimbursement for travel (second payment) issued		
January 15-February 1	Student computer desks in place		
	Student computers installed (2:1 ratio)		
	Software installed on student computers (date each) <ul style="list-style-type: none"> <li>• Microsoft Office Suite Standard</li> <li>• Inspiration</li> <li>• Filtering Software</li> <li>Web browser</li> </ul>		
	Number of hours of scheduled eMINTS PD attended during third quarter		
<b>End of third quarter</b>	<b>Complete and submit quarterly report</b>		
Mid-March	Teacher stipend and reimbursement for travel (third payment) issued		
	Number of hours of scheduled eMINTS PD attended during fourth quarter		
Mid-May	Teacher stipend and reimbursement for travel (fourth payment) issued		
<b>End of fourth quarter</b>	<b>Complete and submit quarterly report</b>		
The following narrative section should be developed on a word processor and submitted with each quarterly checklist report. <ol style="list-style-type: none"> <li>1. How has the eMINTS professional development program, including classroom visits, progressed to date?</li> <li>2. Is your building principal supportive of the eMINTS teachers? (Include # of classroom visits this quarter)</li> <li>3. Have your technical problems/needs been addressed by the technology coordinator in a timely manner?</li> <li>4. What has been the biggest challenge for you as an eMINTS teacher?</li> <li>5. What has been the greatest benefit of the program?</li> <li>6. Other comments:</li> </ol>			